

Montville Township Public Library  
Board of Trustees Meeting  
June 12, 2023  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mr. Larry Hines
Mayor Matt Kayne
Mr. Robert Donohue
Mrs. Dianna Paradise
Ms. Linda Peskin
Mr. David Tubbs
Ms. Deb Nielson
Mr. Charles Grau
Mrs. Debbie Kozell

Catherine LaBelle, Library Director – Present

Mary Grace Zaccaria, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Mr. Hines, at 7:00p.m.

**II. Open Public Meetings Act Statement**

Secretary Johansen stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library’s website once they have been officially approved.

### **III. Adoption of Minutes**

A. *Mr. Grau made a motion to approve the May 8, 2023, Regular Session minutes, seconded by Ms. Paradise*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mr. Tubbs yes; Mr. Grau yes; Ms. Kozell abstained; Motion Carried

### **IV Public Comments –**

*Mr. Grau made a motion to close Public session at 7:04pm, seconded by Ms. Paradise. All in favor*

### **V Reports of Officers –**

#### **Larry Hines – President**

Mr. Hines states there are funds in the Capital Budget for the parking lot renovations.

#### **Charlie Grau – Vice-President**

Mr. Grau had no report.

#### **Dianna Paradise – Secretary**

Mrs. Paradise had no report.

#### **Linda Peskin – Treasurer**

Ms. Peskin stated they met this evening. They reviewed all statements and all is in order.

#### **Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

### **VI Report of Liaisons**

Mayor – Mayor Kayne stated that the Township Committee is holding an informal meeting on June 14<sup>th</sup> to discuss development in town. The Independence Day celebration is June 28, 29 & 30. The Concerts in the Park begin on July 5<sup>th</sup>.

Superintendent Liaison of Schools – Mr. Tubbs stated that Senior Awards will be held on Wednesday night, June 14<sup>th</sup>, followed by the Senior Picnic on Thursday. Lazar graduation on June 21, High school graduation on June 22 and final exams at the High school will be June 20, 21 and 22.

**VII. Committee Reports**

Finance: Ms. Peskin stated that the Statement of Revenue and Expenses is at 42%. They have received the draft audit report. There were no recommendations from the auditor. The accountant has requested an extension for filing of the I-990.

Personnel – Mr. Grau has no report.

Buildings & Grounds: Ms. Nielson stated that the committee met on May 23<sup>rd</sup>. Diversified is the new alarm company and equipment has been replaced. Total cost will be \$5000. \$3279 is the cost of the installation and the remainder is the cost for monitoring.

Patron Services/Technology: Mr. Donohue stated that the committee met on May 10<sup>th</sup>. They discussed the Donation policy, Memory Lab, Voice over IP and hiring an IT company with set hours for a fee.

**VIII. Library Director – Catherine LaBelle – see attached written report.**

Director LaBelle stated that Walter received a scholarship. Summer Reading begins on Saturday from 1-3pm. HVAC is working and operating well. Three donations were received: two for \$500 and one for \$350. \$452 was received from the teachers union which was raised from dress down day. Mr. Grau congratulated Walter and thanked the staff that ran the book sale which was very successful.

**IX. Resolutions/Motions**

- A. Resolution to approve the checks numbered 16343 and 16413 dated May 1 to May 31, 2023 in the amount of \$63,071.10

*Motion made by Ms. Peskin and seconded by Mr. Grau*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mr. Tubbs yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried.

- B. Resolution to accept staff salaries for the month of May 2023 in the amount of \$63,227.96

*Motion made by Ms. Peskin and seconded by Mr. Grau*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mr. Tubbs yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried.

- C. Resolution to approve the 2022 audit.

*Motion made by Ms. Peskin and seconded by Mr. Grau*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mr. Tubbs yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

- D. Resolution to approve the Donation policy.

*Motion made by Mr. Donohue and seconded by Mr. Grau*

Mr. Hines yes; Ms. Peskin yes; Mayor Kayne yes; Mr. Donohue yes; Ms. Nielson yes; Mrs. Paradise yes; Mr. Tubbs yes; Mr. Grau yes; Ms. Kozell yes; Motion Carried

**X. Public Comments –**

*Mr. Grau made a motion to close Public session at 7:20pm, seconded by Mr. Tubbs. All in favor*

**XI. Old Business**

None

**XI. New Business**

None

**XII. Executive Session**

None

**XIII. Open Session**

None

**XIV. Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Mr. Tubbs; meeting was adjourned at 7:19pm.



## Director's Report

July 7, 2023

The beginning of summer is always a fun and action-packed time at the library. On June 3, we ran our first ever plant swap and a mini-book sale, capitalizing on the beautiful weather and the crowds at the morning VFW flag retirement ceremony behind the library and One Montville's Pride Celebration in our parking lot. We began growing plants from donated cuttings weeks before the plant swap and a Montville Garden Club volunteer helped people who came with a plant to trade. Our mini book sale, organized and run by Amy Resnikoff, made \$825 to be used for three of our summer reading programs – the July 25<sup>th</sup> Zoophoria, July 27<sup>th</sup>'s NJ State Parks presentation, and Flavian's Mental Marvels on Aug 3.

"All Together Now" Summer Reading kicked off on June 17. Over 300 people attended and our young patrons played cornhole toss, made sand and spin art, and had their faces painted by our own Library Monitor Kaiti Tirch. Fifteen TAB volunteers helped out at the stations. Amy Resnikoff organized a donation drive for the Montville Animal Shelter. Patrons who brought an item to the kick-off from the shelter's wish list received a very cute washcloth dog, crafted by Amy. I manned the outdoor registration table to meet and greet our Montville Township parents and kids. Inside, the Circulation staff had a very busy afternoon assisting the crowds. Many thanks to Columbia Bank of Montville Township for sponsoring our Sweet Cream Ice Cream Truck!



This month, we welcomed 100 new library users. 8,303 visitors passed through our doors. We shipped 10 boxes to our resale/recycle partners and sent 1,175 items to member libraries. The Circulation team processed 506 new items and extended the life of 68 existing items through our mending process.

### Buildings and Grounds

Fred Ackerman and David Boyle were a big help with our summer reading set ups. They even made time to paint our inside front doors during our staff training days.

Special thanks to our Township DPW for getting our parking lot back in order after the Fourth of July festival. They were here each morning with the vacuum truck cleaning up from the previous night.

The Gasparro Room was used as the Command Center by the Fourth of July Committee and our police and first aid officers. With the new HVAC controls interface we were able to keep the air conditioning on until midnight while they were working.

We renewed our service agreement for preventive maintenance with Hughes Environmental Engineering for \$18,136, payable \$4,534 per quarter, from July 1, 2023 to June 30, 2024. This represents a 6% increase over the previous year.

The Township has selected Direct Energy Business as the new electricity supplier and UGI as the new natural gas supplier. Both companies bill for the commodity.

We will receive invoices from JCP&L for electricity NJNG for natural gas. Both companies bill for transport and delivery.

### Finance

We received the final 2022 audit report from Wielkotz & Company. It was approved at the last board meeting but the final copy includes page numbers making it easier to find things. It will be included in the board packet.

With the final audit in hand, Greg Della Pia was able to complete our 2022 IRS Form 990. The IRS uses these to make sure nonprofits comply with the rules off their tax-exempt status. Upon board

approval, the Board Treasurer will sign the form and Greg will e-file it. Once filed they become public documents.

### Marketing and Outreach:

The month of June had many things to celebrate in newsletters and displays such as Pride Month, Audio Book Month, Flag Week, Animal Rights Awareness Week, Father's Day, Juneteenth, Graduations, and our Summer Reading Kickoff. In social media, our June statistics show that our Facebook and Instagram visits were up 255.7 percent with 2,294 hits.

Melissa Benno of the Montville Patch wrote an article about our June 17<sup>th</sup> Summer Reading Kickoff.

### Patron Services:

Summer Reading is going swimmingly with 321 children, 65 adults and 60 teens signed up thus far. Our TAB volunteers are helping patrons register and log their reading at our summer reading table, front and center as patrons enter the library.



The Library of Things is growing as our Level Up grant has allowed us to add newly purchased items to our collection: Pickleball, Paddle Tennis, Binoculars, a Drawing Tablet, new games of Jenga and Exploding Kittens, and musical instruments like the steel tongue drum are currently being circulated and featured on our website and in our collection.

A Library patron has submitted a formal book challenge for two board books for toddlers in our Children's collection. The titles the patron objects to are Feminist Baby by Loryn Brantz and Pride Colors by Robin Stevenson. Both books conform to the Collection Development policy. This is on the July Board meeting agenda for discussion and documents are included.

### *Children's Programs*

This month the Kids Book Club had a fun discussion on Bad Kitty: Camp Daze by Nick Bruel.

Kids Yoga brought in 26 preschoolers & Move & Groove with Miss Jolie is always a hit with 35 kids grooving to the music! The chess club with Max Weinstein had 6, and Messy Munchkins, 22.

On Saturday, June 10th Jo had a Father's Day Storytime and a Drop-In Father's Day Craft in the afternoon. Special thanks to one of our TAB volunteers who assembled both the crafts for the day and assisted with reading a book about fathers to the kids. We hope to continue having our TAB volunteers assist us with Storytime and the Drop-In Crafts.

On Tuesday, June 27<sup>th</sup> Risa and Jo had a Food Theme Storytime where the children heard cupcake stories, created a cupcake craft designed by Jo, and enjoyed eating cupcakes! Babies and Toddlers Too focused on a vegetable theme this month. The kids loved our carrot-centric video song clip and created a carrot craft. Our 22 Bouncing Babies continue to have fun each month with shakers, scarves, and bubbles.

### *Teens*

Our TAB had its last meeting for the school year on Wednesday, June 7th with "Make Your Own Ice Cream Sundaes." It was a nice opportunity to say goodbye to our outgoing TAB officers and welcome new ones. The TAB group is growing with new members joining every month who are very enthusiastic about being involved with our library. One of the TAB members designed the Storytime craft and Drop-In craft for Father's Day and would like to start a Storytime Committee for anyone interested in helping out. We had 15 TAB volunteers help out with our Summer Reading Kickoff from crafts, face painting, games, and assisting with registration. Our TAB volunteers are indispensable to our programming.

### *Adults*

The Adult Afternoon and Evening Book Club read *Less* by Andrew Sean Greer for Pride Month in June.



The Adult Knitting & Conversation group is quite busy working on their knitting and crochet projects. A special thanks to Jo Perez who is now facilitating the group and shares her crochet talents with them.

Bernadine Ferrari featured an adult jewelry craft with matching pendants and earrings while Amy's 12 adult crafters enjoyed making a wood plaque.

Just in time for the 4th of July, we had a talk by Joel Farkas entitled "The Declaration of Independence: From Conception to Certificate". Joel, a former docent at Washington's Headquarters, discussed "The Document" and "The Day" with a whole lot of history in between. Also, this month John Kenrick gave a fun & informative talk on How Musicals Make it to Broadway & Why Tickets are so Darn Expensive. Charles Clarkson of the Northwest NJ Senior Medicare Patrol shared information about Medicare fraud prevention, as well as Medicare enrollment and reimbursement. Including movies and lectures, program attendance was 226 for all of our adult offerings.

### Staff Development

On June 28-30, the Library staff engaged in three days of development while the building was closed to the public for the Township's July 4<sup>th</sup> festivities. We had two excellent presentations from library experts, a workshop on the Memory Lab by Tech Librarian Bobby Dillon, a team building craft of decoupage flower pots with Amy Resnikoff, and worked on special projects, cataloging new Library of Things items and packing up unsold items from the book sale. Library consultant Maxine Bleiweis, the former Executive Director of the award-winning Westport Library, gave a wonderful presentation on best customer service practices and innovative programs and services at other libraries. Her groundbreaking examples from other libraries encouraged staff to brainstorm about better public service, and how to anticipate our community's needs. Carina Gonzalez, Senior Adult Services Librarian at Piscataway Library and incoming president of the New Jersey Library Association, trained everyone on device operating systems and library apps so we are all better equipped to handle patron tech questions and issues. She gave us common scenarios from patrons and we role played answering them in teams. Bobby gave a great overview of the Memory Lab, so the whole staff has a basic knowledge of the new equipment. All in all, it was a very productive three days for the staff.

From June 22-27, I attended the American Library Association Conference in Chicago. My thanks to the Board of Trustees for supporting my development at this invaluable conference. A separate report on the Conference is included in the Board documents.

### Technology

This month's technology offerings included classes on iPhone Tips & Tricks, and a Smartphone Camera Tutorial with James Fitzpatrick. A total of 35 attended these hands-on learning technology programs.

Ryan McCloskey from Computer Sharp came to help us with some outstanding computer issues. He installed VPN and Remote Desktop on the laptop I use at home so I can remote into my office computer from home. He installed the Sigma Play software on Mary Grace's computer so she also can control our outdoor digital Sign, which required liaising with a tech from Sigma Play to overcome some issues.

### Meetings

June 8 – Main Board of Directors Meeting - Catherine

June 14 – Circ Dept meeting – Catherine, Walter, Mary Grace & Circ staff

June 15 – Brodart vendor meeting – Catherine, Walter, Mary Grace

June 16 – Main Finance Committee Mtg – Catherine

June 22-27 – American Library Association Annual Conference – Catherine

**July 10 – Library Board & Finance Committee Meetings**

**July 12 – Library Patron Services/Tech Committee**

**July 25 – Library Buildings & Grounds & Personnel Cmtes**

**Aug 9 – Library Patron Services/Tech Committee**

**Aug 14 – Library Board & Finance Committee Meetings**

**Aug 22 – Library Buildings & Grounds & Personnel Cmtes**

Respectfully submitted,

Catherine LaBelle

Director

FUND 01  
BALANCE SHEET  
AS OF: 06/30/23

2023

2022

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	50.00
01-100-01	Petty Cash	341.92	341.92
01-100-02	Lakeland - Operating Checking	228,100.89	309,150.84
01-100-03	Lakeland - Payroll Account	70,315.46	40,733.36
01-100-04	Lakeland - Operating CD	151,245.82	151,245.82
01-100-05	Lakeland - Capital Reserve CD	100,288.85	100,288.85
01-100-08	Lakeland - Capital Reserve	305,419.94	314,338.28
01-100-10	Lakeland - Restricted Donations	42,300.00	39,152.32
01-140-01	Furniture & Fixtures	407,391.73	407,391.73
01-140-02	Property Plant Improvements	394,128.59	394,128.59
01-140-03	Computer Equip & Related Asset	178,743.19	178,743.19
	Total Assets	<u>1,878,326.39</u>	<u>1,935,564.90</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	52,802.00	52,802.00
01-211-00	Section 125 Withholding HDV	0.00	2,096.85
01-212-00	PERS 414/CINS Withholding	10,249.36	15,710.90
01-218-00	Reserve for Encumbrances	6,163.37	116,471.81
01-400-01	Appropriation Reserve	2,154.26	1,054.26
	Total Liabilities	<u>71,368.99</u>	<u>188,135.82</u>

01-351-03	Restricted Fund Balance	308,120.78	308,120.78
01-390-04	Plant Fund - Investment in Fixed Assets	980,263.51	980,263.51
01-390-05	Fund Balance	459,044.79	459,044.79
	Total	<u>1,747,429.08</u>	<u>1,747,429.08</u>

	Revenue	903,539.55	0.00
	Less Expenses	844,011.23	0.00
	Net	<u>59,528.32</u>	<u>0.00</u>
	Total Fund Balance	<u>1,806,957.40</u>	<u>1,747,429.08</u>
	Total Liabilities & Fund Balance	<u>1,878,326.39</u>	<u>1,935,564.90</u>

Range of Checking Accts: 01 OPERATING to 01 OPERATING      Range of Check Ids: 16415 to 16461  
Report Type: All Checks      Report Format: Super Condensed      Check Type: Computer: Y      Manual: Y      Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
16415	06/30/23	AMAZON Amazon Capital Services, Inc.	1,446.75		91
16416	06/30/23	BAKER005 Baker & Taylor	0.00	06/30/23 VOID	0
16417	06/30/23	BAKER005 Baker & Taylor	0.00	06/30/23 VOID	0
16418	06/30/23	BAKER005 Baker & Taylor	0.00	06/30/23 VOID	0
16419	06/30/23	BAKER005 Baker & Taylor	0.00	06/30/23 VOID	0
16420	06/30/23	BAKER005 Baker & Taylor	0.00	06/30/23 VOID	0
16421	06/30/23	BAKER005 Baker & Taylor	0.00	06/30/23 VOID	0
16422	06/30/23	BAKER005 Baker & Taylor	5,192.99		91
16423	06/30/23	BANK OF Bank of America	258.45		91
16424	06/30/23	BERNADIN Bernadine Ferrari	390.00		91
16425	06/30/23	CATHERI Catherine LaBelle	1,984.84		91
16426	06/30/23	CENTER Center for Aquatic Sciences	371.20		91
16427	06/30/23	CHANDRIK Chandrika Jallu	23.00		91
16428	06/30/23	COLBY B Colby Bernstein	60.00		91
16429	06/30/23	CREATURE Creature Comfort Pet Therapy	35.00		91
16430	06/30/23	DEMCO005 Demco, Inc.	247.00		91
16431	06/30/23	ELECT005 Electronic Office Systems	11.00		91
16432	06/30/23	ELIZA005 Elizabeth Johansen	250.00		91
16433	06/30/23	EXCEL005 Excellent Building Services	2,516.72		91
16434	06/30/23	FLAVIAN Flavian Petruccio	300.00		91
16435	06/30/23	GREG005 Gregory J. Della Pia	1,000.00		91
16436	06/30/23	IFPTE005 IFPTE	120.60		91
16437	06/30/23	INGRAM Ingram Library Services	216.83		91
16438	06/30/23	JACKS Jack's Petting Farm, Inc.	760.00		91
16439	06/30/23	JERSE005 Jersey Central Power & Light	4,071.83		91
16440	06/30/23	KANOPI Kanopy, Inc.	316.00		91
16441	06/30/23	MAINI005 MAIN Library Alliance	993.86		91
16442	06/30/23	MIDWE005 Midwest Tape LLC	842.45		91
16443	06/30/23	NJNAT005 NJ Natural Gas Co.	585.19		91
16444	06/30/23	OPTIM005 Optimum	187.95		91
16445	06/30/23	ORIEN005 Oriental Trading Company, Inc.	132.54		91
16446	06/30/23	OVERD005 OverDrive, Inc.	1,145.22		91
16447	06/30/23	REBECCA Rebecca Manci	50.00		91
16448	06/30/23	REBECCA Rebecca Manci	50.00		91
16449	06/30/23	REBECCA Rebecca Manci	50.00		91
16450	06/30/23	REBECCA Rebecca Manci	50.00		91
16451	06/30/23	SCHOOL L School Life, a division of	90.20		91
16452	06/30/23	STAPL005 Staples Advantage	347.27		91
16453	06/30/23	SUNRI005 Sunrise shopRite	553.96		91
16454	06/30/23	SWEETICE Sweet Ice Queen, LLC	754.50		91
16455	06/30/23	TOWNS005 Township of Montville	11,704.07		91
16456	06/30/23	TOWNS005 Township of Montville	19,690.38		91
16457	06/30/23	TUSCANY Tuscany Villa Ristorante	150.00		91
16458	06/30/23	UGI ENER UGI Energy Services, LLC	167.86		91
16459	06/30/23	VERI0010 VERIZON	504.88		91
16460	06/30/23	VERI0015 Verizon	49.49		91
16461	06/30/23	WALTER walter Clark	157.60		91

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
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16461		Walter Clark			
			Continued		
Report Totals			<u>Amount Paid</u>	<u>Amount Void</u>	
		Checks:	41	6	57,829.63
		Direct Deposit:	0	0	0.00
		Total:	41	6	57,829.63

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Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	2-01	1,773.75	0.00	0.00	1,773.75
	3-01	52,986.62	0.00	3,011.28	55,997.90
CAPITAL BUDGET	3-02	57.98	0.00	0.00	57.98
Year Total:		53,044.60	0.00	3,011.28	56,055.88
Total of All Funds:		54,818.35	0.00	3,011.28	57,829.63

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First to Last      Include Non-Anticipated: Yes  
 Budget Account Range: First to Last      Include Non-Budget: No  
 Print Zero YTD Activity: No      Year To Date As Of: 06/30/23  
    Current Period: 06/01/23 to 06/30/23  
    Prior Year: 06/01/22 to 06/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
3-01-401-01	Fines Income	257.11	4,200.00	492.70	2,628.51	1,571.49-	63
3-01-401-03	Copier Income	31.61	491.00	36.25	282.61	208.39-	58
3-01-401-05	Computer Print Outs Income	109.47	2,000.00	127.35	1,100.98	899.02-	55
3-01-401-07	Township Income	143,169.42	1,787,197.00	148,933.08	893,598.48	893,598.52-	50
3-01-401-09	Lost Items	132.99	1,900.00	139.80	823.69	1,076.31-	43
3-01-401-10	State Aid Income	0.00	12,000.00	0.00	0.00	12,000.00-	0
3-01-401-11	Miscellaneous Income	0.00	0.00	0.00	229.40	229.40	0
3-01-401-15	Interest Income	52.91	700.00	57.46	364.23	335.77-	52
3-01-401-16	Lost Cards	10.00	110.00	12.00	66.00	44.00-	60
3-01-401-17	Level Up Grant - LibraryLink NJ	0.00	0.00	0.00	1,800.00	1,800.00	0
3-01-401-18	Disks/Faxes	2.00	70.00	17.00	18.00	52.00-	26
	401 Total	143,765.51	1,808,668.00	149,815.64	900,911.90	907,756.10-	50
3-01-402-30	Restricted Contributions	125.00	5,000.00	1,805.59	2,627.65	2,372.35-	53
	01 Fund 01 Revenue Total	143,890.51	1,813,668.00	151,621.23	903,539.55	910,128.45-	50

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-601-010	Salaries & Wages Expense	59,108.04	910,451.00	63,509.68	408,364.30	0.00	502,086.70	45
3-01-601-100	Taxes/FICA/UE	4,796.25	74,850.00	5,187.05	33,837.95	0.00	41,012.05	45
3-01-601-110	Health Benefits Expense	7,679.13	142,500.00	8,813.37	43,980.11	0.00	98,519.89	31
3-01-601-120	PERS Expense	0.00	110,000.00	0.00	99,851.14	0.00	10,148.86	91
3-01-601-130	DCRP Expense	0.00	4,300.00	0.00	1,565.95	0.00	2,734.05	36
	601 B-1 - COMPENSATION	71,583.42	1,242,101.00	77,510.10	587,599.45	0.00	654,501.55	47
3-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-602-010	Collection Development Software	0.00	3,500.00	0.00	695.00	0.00	2,805.00	20
3-01-602-020	Adult Books	2,377.82	32,000.00	3,395.99	11,092.75	2,660.98	18,246.27	43
3-01-602-030	Adult BOCD	246.09	2,500.00	62.98	688.84	15.03	1,796.13	28
3-01-602-040	Adult DVD	741.17	10,000.00	18.79	1,510.36	96.77	8,392.87	16
3-01-602-050	Adult eBooks	511.08	7,500.00	684.33	3,774.36	79.99	3,645.65	51
3-01-602-060	Adult eAudio	316.93	5,000.00	415.89	2,244.08	0.00	2,755.92	45





Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
3-01-606-010	Staff Development	337.19	1,200.00	445.41	1,002.49	0.00	197.51	84
3-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	200.00	157.60	332.60	0.00	132.60-	166
3-01-606-040	Professional Dues	0.00	1,300.00	0.00	210.00	0.00	1,090.00	16
3-01-606-050	Conference Travel	0.00	700.00	1,146.21	1,846.21	0.00	1,146.21-	264
	606 B- 6 - STAFF DEVELOPMENT	337.19	3,400.00	1,749.22	3,391.30	0.00	8.70	100
3-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-607-010	Utilities - Electric	4,019.06	59,500.00	4,071.83	15,500.41	0.00	43,999.59	26
3-01-607-030	Utilities - Gas	443.28	17,500.00	753.05	11,207.95	0.00	6,292.05	64
3-01-607-040	Utilities - Telephone	482.91	6,600.00	554.37	3,349.11	0.00	3,250.89	51
3-01-607-050	Internet Provider	184.94	2,300.00	187.95	1,297.59	0.00	1,002.41	56
	607 B-7 - UTILITIES	5,130.19	85,900.00	5,567.20	31,355.06	0.00	54,544.94	36
3-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-608-010	Plant - Repairs, Bldgs, Grounds	1,128.01	13,800.00	23.99	557.41	1,500.00	11,742.59	15
3-01-608-030	Plant - Cleaning/Maintenance	2,516.72	32,000.00	2,516.72	15,100.32	0.00	16,899.68	47
3-01-608-040	Plant - Fire/Burglery Alarm	0.00	2,700.00	0.00	320.00	3,908.20	1,528.20-	157
3-01-608-050	Plant - HVAC Maintenance	0.00	18,000.00	0.00	4,257.00	0.00	13,743.00	24
3-01-608-060	Plant - Lawn Sprinklers Maint	0.00	3,000.00	0.00	1,251.74	0.00	1,748.26	42
3-01-608-110	Plant - Repairs HVAC	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
3-01-608-120	Plant - Carpet Cleaning	2,840.10	2,000.00	0.00	0.00	0.00	2,000.00	0
3-01-608-140	Plant - Landscape Maintenance	150.00	1,500.00	0.00	850.00	0.00	650.00	57
	608 B-8 - PHYSICAL PLANT	6,634.83	91,000.00	2,540.71	22,336.47	5,408.20	63,255.33	30
3-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-609-030	EM RFID Equipment	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
3-01-609-050	EM - Copiers	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
3-01-609-070	Computer Software	1,500.00	11,000.00	993.86	8,770.71	0.00	2,229.29	80
3-01-609-075	Edmunds Software	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
3-01-609-100	EM - Postage Meter	0.00	800.00	0.00	208.23	0.00	591.77	26
	609 B-9 - EQUIPMENT/MAINTENANCE	1,500.00	30,300.00	993.86	8,978.94	0.00	21,321.06	30
3-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-610-010	Color Copy Usage	0.00	200.00	0.00	0.00	0.00	200.00	0
3-01-610-020	Copier Usage B&W	0.00	100.00	0.00	0.00	0.00	100.00	0

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	610 B-10 - EXPENSED EQUIPMENT	0.00	300.00	0.00	0.00	0.00	300.00	0
3-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-611-010	Audit	0.00	4,500.00	0.00	4,500.00	0.00	0.00	100
3-01-611-020	Accounting Fees	1,000.00	12,000.00	1,000.00	6,000.00	0.00	6,000.00	50
3-01-611-030	MAIN Assessment	12,598.49	51,350.00	0.00	38,478.00	0.00	12,872.00	75
3-01-611-070	Computer Support & Service	0.00	1,500.00	0.00	435.71	0.00	1,064.29	29
3-01-611-100	Web Site Maintenace	0.00	500.00	0.00	0.00	0.00	500.00	0
3-01-611-150	Legal	0.00	1,500.00	0.00	250.00	0.00	1,250.00	17
3-01-611-250	Board Secretary	250.00	3,000.00	250.00	1,000.00	0.00	2,000.00	33
3-01-611-260	Payroll Service Fee	646.85	8,400.00	658.16	4,309.09	0.00	4,090.91	51
3-01-611-320	Other Professional Services	40.00	200.00	0.00	20.00	0.00	180.00	10
3-01-611-350	ELL Teacher	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
	611 B-11 - PROFESSIONAL SERVICES	14,455.34	85,450.00	1,908.16	54,992.80	0.00	30,457.20	64
3-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
3-01-612-010	Township In-Kind Services	0.00	49,067.00	12,266.75	36,800.25	0.00	12,266.75	75
3-01-612-020	Township Insurances	0.00	29,100.00	7,423.63	22,270.89	0.00	6,829.11	77
3-01-612-030	O/E- Contingencies	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
3-01-612-040	O/E - Licenses & Fees	0.00	600.00	0.00	0.00	0.00	600.00	0
3-01-612-060	O/E - Board Misc	0.00	1,300.00	0.00	87.85	0.00	1,212.15	7
3-01-612-065	Delivery	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
	612 B-12 OTHER EXPENSES	0.00	87,067.00	19,690.38	59,158.99	0.00	27,908.01	68
	01 Fund 01 Expend Total	110,938.53	1,805,318.00	121,989.98	828,813.74	13,000.79	963,503.47	47

01 Fund

	Prior	Current	YTD
Revenues:	143,890.51	151,621.23	903,539.55
Expended:	110,938.53	121,989.98	841,814.53
Net Income:	32,951.98	29,631.25	61,725.02

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	BaLance	% Used
3-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-803-250	Professional Services	0.00	0.00	0.00	1,500.00	0.00	1,500.00-	0
3-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
3-02-804-010	Computer Equipment	1,033.79	7,650.00	0.00	0.00	0.00	7,650.00	0
3-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	359.66	0.00	2,140.34	14
3-02-804-060	Memory Lab Equipment	2,808.92	0.00	57.98	337.24	0.00	337.24-	0
	804 COMPUTER & RELATED EQUIPMENT	<u>3,842.71</u>	<u>10,150.00</u>	<u>57.98</u>	<u>696.90</u>	<u>0.00</u>	<u>9,453.10</u>	<u>7</u>
	02 CAPITAL BUDGET Expend Total	<u>3,842.71</u>	<u>10,150.00</u>	<u>57.98</u>	<u>2,196.90</u>	<u>0.00</u>	<u>7,953.10</u>	<u>22</u>

02 CAPITAL BUDGET

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	0.00	0.00	0.00
Expended:	<u>3,842.71</u>	<u>57.98</u>	<u>2,196.90</u>
Net Income:	3,842.71-	57.98-	2,196.90-

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenues:	143,890.51	151,621.23	903,539.55
Expended:	<u>114,781.24</u>	<u>122,047.96</u>	<u>844,011.43</u>
Net Income:	29,109.27	29,573.27	59,528.12

**MONTVILLE TOWNSHIP PUBLIC LIBRARY JUNE 2023 PROGRAM ATTENDANCE**  
**July 10, 2023 Board Meeting**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>June 2023</b>	<b>June 2022</b>
<b>Children - Staff Programs</b>		
Story Time	105	
Crafts & Games	19	
Summer Reading Kick Off (staff & paid)	300	
Messy Munchkins	22	
Kids Book Club	2	
Bouncing Babies	20	
<b>Children - Staff Programs Total</b>	<b>468</b>	<b>444</b>
<b>Children - Paid Presenters</b>		
Miss Jolie Move n'Groove	35	
Kids Yoga	26	
Read to a Dog	12	
<b>Children - Paid Presenters Total</b>	<b>73</b>	<b>25</b>
<b>Total All Children's Programs</b>	<b>541</b>	<b>469</b>
<b>Young Adults - Staff Programs</b>		
TAB Meeting	20	
TAB Program Assistant Volunteers	19	
<b>Young Adult - Staff Programs Total</b>	<b>39</b>	<b>38</b>
<b>Young Adult - Paid Presenters</b>		
Chess Class (kids and teens) presenter no fee	16	
<b>Young Adult - Paid Presenters Total</b>	<b>16</b>	<b>0</b>
<b>Total All Young Adult Programs</b>	<b>55</b>	<b>38</b>
<b>Adult - Staff Programs</b>		
Movies	43	
Book Club	22	
Adult Craft with Amy	12	
Knitting	28	
Memory Lab	28	
<b>Adult Staff Programs Total</b>	<b>133</b>	<b>120</b>
<b>Adult - Paid Presenters</b>		
Chair Yoga	43	
Montville "U" Lecture & Concerts	89	
Technology Classes	36	
Art Class	16	
<b>Adult - Paid Presenters Total</b>	<b>184</b>	<b>218</b>
<b>Total All Adult Programs</b>	<b>317</b>	<b>338</b>
<b>Library Sponsored Total</b>	<b>913</b>	<b>845</b>
<b>OUTSIDE GROUPS</b>		
<b>Outside Groups Total</b>	<b>0</b>	
<b>GRAND TOTAL</b>	<b>913</b>	<b>845</b>

<b>June Book Displays</b>
Road Trip - Adults
Juneteenth - Adults, Young Adults, Children
June is Pride Month - Adults, Young Adults, Children
June is Adopt a Cat Month - Children
Father's Day - Children
Class of 2023 Graduation - Adults, Young Adults, Children
All Together Now - Adults, Young Adults, Children
Summer - Children
July 4th - Children
Summer Reads - Adults, Young Adults, Children
In Memoriam - Cormac McCarthy
LibraryReads
NY Times Best Sellers
Staff Picks